



## JOB DESCRIPTION

Position Title: **Coordinator**

Working Area: **Court Administration**

Class Code: 3310

Non-Exempt

EEO Code: 06

Effective Date: August 30, 2002

\*\*\*\*\*

\*\*\*\*\*

### **Major Function**

Administrative work coordinating, reviewing, and monitoring the flow of casework through the Court System in compliance with statutory, procedural, and caseload demands.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Maintains uniform administrative procedures for the flow of cases through the Court System.

Reviews cases and determines whether case files are in compliance with rules of the Court and have been prepared in accordance with the Florida Statutes, Florida Rules of Court and the presiding Judge's requirements and procedures.

Monitors guidelines and assists attorneys and the general public regarding court procedures and recommends procedural modifications necessary to maintain continuity of the division. Researches new procedures established by Federal, State or local authorities in the area of case management and assures that proper processes are being followed. Reviews new laws pertaining to court proceedings after each legislative session.

Advises attorneys through correspondence, telephone and/or office conference, regarding deficiencies or discrepancies in pleadings and/or orders for resolution prior to presentation to the Court.

Informs non-represented litigants and defendants of Court procedures and refers to appropriate legal services.

Reviews trial dockets to ensure that no cases have been omitted. Insures files are secured and forwarded with all pertinent documentation to the appropriate Judge. Updates trial dockets daily by review of trial clerk's minutes, court files, and all papers filed therein. Completes trial docket reports to ascertain the disposition of cases and advises the appropriate parties of results of Court review.

Composes correspondence, memorandums, letters, and drafts opinions and orders for assigned Judges and other constitutional officers as required. Compiles statistical reports' regarding caseloads.

Attends all docket soundings, pre-trial conferences, and case management conferences prior to the beginning of the trial period, taking notes on the posture and numerical or chronological order of all cases and advises appropriate parties on disposition of cases. Conducts conferences in the absence of judges.

Performs other duties as assigned or as may be necessary.



## JOB DESCRIPTION

Position Title: **Coordinator**

Page 2

Working Area: **Court Administration**

\*\*\*\*\*

\*\*\*\*\*

### **Minimum Qualifications**

Considerable knowledge of the rules of court procedures, statutory law and other statutes as they pertain to case law. Knowledge of courtroom procedures used in chambers, jury trials, and case reporting systems as required by the Supreme Court. Through knowledge of legal and judicial terminology. Knowledge of the Rules of Court, Florida Statutes, and case decisions.

Ability to plan, organize, and carry out assigned duties with minimum supervision. Ability to monitor and schedule events so as to complete projects within established deadlines. Ability to maintain confidentiality in working with court case files. Ability to maintain relevant statistical records and compose correspondence, memorandums, judicial orders, and opinions concisely and effectively. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with Judges, attorneys, department directors, and the general public.

Skilled in the use of office equipment, personal computers, and associated software.

Associates' Degree in Business Administration or Allied Legal Services, or a related field and two (2) year responsible legal or court system related experience.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

The work environment for this position is an office setting. The incumbent performs most duties sitting at a desk, table, or workstation.